

~~CONFIDENTIAL~~

30 June 1961

PH

TO : Chief, Research & Development/OC-E

FROM : Chief, Inspection Branch/PD/OL

SUBJECT: Inspection under Contract No. 616, Task Order No. 4Requisition No. MSB 61-343 Voucher No. 61-24056Contractor: Philadelphia, Pa.

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Item: development of accessory unit, AU-3

1. Your Division has been assigned responsibility for performing the inspection duties under the subject contract. As a part of this responsibility, it is requested that you arrange to monitor the Contractor's performance at his facility and determine whether or not the quality standards of the contract are being met. It is also requested that you authenticate the need for and proper use of any Government-furnished property made available to the Contractor in accordance with the contract.

2. To assist in our evaluation of this Contractor's capability and performance, it is requested that you forward to us a report of each inspection visit to the Contractor's facility. Both the interim reports and the final report should include information relative to the contractual provisions for delivery and expenditure, as well as your judgement of the Contractor's overall performance. Reports that indicate overall performance as unsatisfactory or subject to improvement should support such evaluations with detailed explanations of the specific discrepancies and the corrective action which is being taken. Reports should be submitted at intervals of no more than sixty (60) days so that reimbursement may be made on the basis of a current evaluation of performance by the Contractor.

3. You are requested to indicate your acceptance of this inspection responsibility by filling in the space below on one copy of this memorandum and returning it to us in Room 1-30, Quarters Eye.

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 NAME OF INSPECTOR

 EXTENSION
OL/PD/IB

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